

JOB DESCRIPTION
MURFREESBORO FIRE DEPARTMENT
PART-TIME CLERK

1. **JOB TITLE:** PART-TIME CLERK
2. **DEFINITION:** This employee is responsible for executing simple to moderately complex typing and clerical duties for the Murfreesboro Fire Department. This employee will be required to perform some data processing tasks, typing, photocopying and report preparation. Duties will also include other related functions as the supervisor may direct. This person will be required to work approximately 25 hours per week. The position is responsible to the Fire Chief, Deputy Chief and Assistant Chief. All employees are responsible to the City Manager. This position is classified as Non-Exempt for purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee will be subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. The job is in the Murfreesboro Fire Department. Work is generally performed indoors in a smoke free environment.
 - b. The employee must be capable of operating a personal computer, multi-line telephone system, typewriter, 10-key calculator, facsimile machine, photocopier, and other modern office equipment and accessories customarily used in an office environment.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Answers the telephone, obtains and delivers phone messages in a courteous and accurate manner.
 - b. Answers inquiries by the general public.
 - c. Types and proofreads reports, letters and memos in a manner that will produce grammatically correct, professional documents.
 - d. Enters data into the computer and prints required reports.
 - e. Maintains, organizes, and completes files and records of the Murfreesboro Fire Department.
 - f. Files paperwork and records accurately.
 - g. Keeps bulletin boards updated and neat.
 - h. Schedules appointments appropriately including tours of fire stations and water days.
 - i. Sits, stands, stoops and walks intermittently.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Delivers correspondence/documents to other departments, depositing outgoing and in-house mail in proper receiving bins.
- b. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. Must have legal authorization to work in the United States.
- c. Graduation from an accredited high school or equivalent.
- d. One (1) year previous office work experience preferred.
- e. Ability to type a minimum of 40 words per minute preferred.
- f. Must possess a working knowledge of personal computer, including the software programs of Microsoft Office, dictation and photocopying machines, multi-line telephone and inter-office communication system.
- g. Ability to type from a rough draft, plain copy, or dictation tape with speed and accuracy.
- h. Ability to work with the public in a professional and courteous manner.
- i. Ability to understand and follow oral and written instructions.
- j. Ability to report for work on time and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- k. Must possess good communication skills, both oral and written.
- l. Must possess good telephone skills.
- m. Ability to establish and maintain an effective working relationship with the public and other employees.
- n. Knowledge of modern office practices, procedures, and equipment.
- o. Must possess temperament and good judgment to effectively deal with the public and/or city employees, some of whom may be irate and unreasonable.
- p. Must have a good reputation for confidentiality and honesty.
- q. Ability to work with minimal daily supervision.
- r. Ability to concentrate and accomplish tasks despite interruptions.
- s. Ability to perform a variety of tasks simultaneously or in rapid succession.

July 11, 2005

Non-Exempt

Non-Safety Sensitive